

LBTS SECURITY PROGRAM

TO ALL LBTS RESIDENTS:

We want to provide our residents with tips on how to use the Resident Module at www.lbtsguard.com. We are diligently working to help you have a great experience using the new module to register your guest(s).

1. Sign on to the URL, www.lbtsguard.com with the initial username and password that you have been assigned. By now we believe that the vast majority of our residents have done this and have now established their permanent username and password. If not, please contact Waccamaw Management for assistance.
2. Again, please remember that your email address **MUST** be registered in the system.
3. **LBTS resident's guest(s)** can pick up their scanned pass from the **LBTS guard gate**. **River Club resident's guest(s)** can pick up their scanned guest pass at the **River Club guard gate** and **Willbrook residents** can pick up their scanned guest(s) passes at the **Willbrook guard gate**.
4. **Reunion Hall** and **The Reserve** resident's guest(s) can pick up their guest(s) scanned passes at the LBTS guard gate.

Details on using the www.lbtsguard.com URL

Listed below are the instructions for the Resident Module:

Log in Page:

Welcome to Litchfield by The Sea Resident Module.

Please use your username and password to log in. If you do not have your username and password; please contact Waccamaw Management to obtain your log in credentials. *(Interval owners have unique usernames and passwords that were not in any of the previous mailings.)*

If you forgot your password and do not receive a link to reset your password, please call Teresa Henderson, Waccamaw Management at [843.314.0844](tel:843.314.0844), or you may send an email to teresah@waccamawmanagement.com.

Welcome Page:

Welcome LBTS homeowners, this is the homepage for your security system. Please review information under the **Personal** and **Auto** tabs for accuracy. ***If you have already obtained your barcodes. If not, the vehicle information will not show here.***

Personal Tab: Residents are not able to add/delete/modify any of the personal information, residents do, however, have the ability to change/add email addresses and telephone numbers. Please list primary telephone numbers first.

Residents must call Waccamaw Management at [843.314.0844](tel:843.314.0844) to make any changes to the name and address fields. Click on **More** to add/change/delete/identify additional email addresses and telephone numbers associated with your account.

Telephone numbers and email addresses must be listed on this page. *(If a resident owns multiple properties, a different email address is required, one for each property.)*

Autos Tab:

Residents are not able to add/delete/modify any vehicle information.

Automobile information is view only. Residents must call Waccamaw Management at [843.314.0844](tel:843.314.0844) to make any changes.

If any vehicle showing under the **Auto Tab** is no longer in your possession, please call Waccamaw Management to remove your vehicle and barcode information.

Please remember to let us know if the license plate number in the system does not match the one on your car.

Guest Tabs:

To enter a guest you will need to use the tab labeled **Guest**. Enter the visitor and/or vendor's **First Name**, **Last Name**. For **Relationship** use the drop down menu to make a selection, if a company or vendor, type in the name of the company/vendor in the **Company/Vendor Name** section.

Length of Visit, use the drop down menu to choose **1 Day, 2 Days, 7 Days, or 30 Days**, the **From** and **To** dates will automatically populate, or you may use the **Custom Range** to choose the arrival and departure dates.

Memo section can be used to make any additional comments that you want the guard to be aware of.

Access Privilege; use the drop down menu to make a selection.

Allow Beach Access, **Yes** is pre-selected. If you do not want the guest or vendor to have beach access, click on **Yes**, and it will change to **No**.

Once you have completed all the sections; click on the **Add** button.

An **Edit** and **Delete** feature is available.